

17 December 1982

MEMORANDUM FOR: Deputy Director of Personnel

FROM:

[redacted]
Deputy Chief, Benefits and Services Division

STAT

SUBJECT: Replacement of Scale in Fitness Room

1. I have been advised by [redacted] and others that the scale located in the Fitness Room is broken and cannot be repaired.

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2. I have had discussions with the Office of Medical Services regarding the type of scale to purchase and have been advised of what is necessary. A scale will cost approximately \$225.00.

3. It is requested that the Fitness Room be authorized up to \$250.00 to purchase a new scale.

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APPROVED:

[redacted]

Deputy Director of Personnel

Date

20 DEC 1982

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